

Glendale Unified School District
223 N. Jackson Street, Glendale, CA 91206

December 21, 2017

**REQUEST FOR STATEMENT OF QUALIFICATIONS
AND
REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL/ENGINEERING SERVICES**

SOQ/RFP No. P-68 17/18

The Glendale Unified School District (“District”) is requesting submission of statement of qualifications for architectural/engineering services (“Statement(s) of Qualifications”). It is the intent of the District to approve one (1) or more firms that will provide architectural/engineering services during the next several years related facilities funds, expenditures and general needs. In addition, the District is requesting proposals to perform those services (“Proposal(s)”) together with the Statement of Qualifications, (“Response(s)”).

The Glendale Unified School District serves approximately 26,000 students in the City of Glendale, the Communities of Montrose and La Crescenta and portions of the City of La Canada. The District operates 20 elementary schools, four middle schools, three comprehensive high schools, one science and technology magnet high school, one alternative high school and one special education facility. Additional information regarding the District’s facilities is available at the District’s website: <http://www.gusd.net>

Firms that intend to submit a Statement of Qualifications and a Proposal must be insured and must be a licensed architect, and must maintain a full-service office within seventy-five (75) miles of the District.

Interested firms are invited to submit a Statement of Qualifications and a Proposal as described below, with one (1) original (unbound) to the following person/address and an identical, signed electronic version to gkeshishyan@gusd.net:

Glendale Unified School District
223 N. Jackson Street,
Glendale, CA 91206
Attn: Gilda Keshishyan
Procurement & Contract Services

Questions regarding this request for statement of qualifications and request for proposals (“RFQ/RFP”) may be directed to **Gilda Keshishyan** at gkeshishyan@gusd.net before January 16, 2018, 8:00 AM.

All Statements of Qualifications and Proposals must be received on or before January 30, 2018, no later than 3:00 p.m.

STATEMENT OF QUALIFICATIONS AND PROPOSALS

1. General Information / Instructions

The District invites qualified Firms to submit an SOQ related to its ability to provide the Services, as more fully indicated herein. Firms must have extensive experience with the Office of Public School Construction (“OPSC”), the Uniform Building Code (“UBC”), Title 24 of the California Code of Regulations, and the Division of the State Architect (“DSA”). Firms must have extensive experience in the design of public school facilities in addition to being a public school district representative, working with construction managers, contractors and other school facility related consultants, and establishing project scope and project budgets.

2. Scope of Services.

- 2.1. The selected Firm must be prepared to perform some or all of the Services described in the form of Agreement for Architectural Services (“Agreement”) attached hereto as Attachment “A.” The exact scope for the Project will be determined by the District.
- 2.2. One or more Firm(s) may be selected to plan or design other projects at District sites.

3. Content

Firm’s statements of qualifications must be concise, well organized, and demonstrate Firm’s qualifications, and shall be formatted as outlined below.

- 3.1. Letter of Interest. A dated Letter of Interest must be submitted, including the legal name of the Firm(s), address, telephone, emails, and the name, title, and signature of the person(s) authorized to submit the SOQ on behalf of the Firm. The Letter of Interest should provide a brief statement of Firm’s experience indicating the unique background and qualities of the Firm, its personnel, and its subconsultants, and what will make the Firm a good fit for work in the District.
- 3.2. Table of Contents. A table of contents of the material contained in the SOQ should follow the letter of interest.
- 3.3. Executive Summary. The executive summary should contain an outline of Firm’s approach, along with a brief summary of Firm’s qualifications.
- 3.4. Firm Information - Provide a comprehensive description of the architectural design services offered by Firm. The description should include the following:
 - 3.4.1. Provide a brief history of Firm, and, if a joint venture, of each participating Firm.

Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted.

- 3.4.2.** Describe Firm’s philosophy and how Firm intends to work with the District’s administration officials to perform the Services, including assistant superintendents, facilities directors, teachers and site principals, to respond to the unique challenges of District’s educational program requirements.
- 3.4.3.** Include resumes of key personnel who would be performing Services for the District. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District. Indicate Firm’s and personnel’s availability to provide the Services.
- 3.4.4.** Provide a statement of Firm’s financial resources and insurance coverage. Include a certification of correctness or other documentation demonstrating the Firm’s financial resources and stability.
- 3.4.5.** Provide a statement of ALL claim(s) filed against Firm in the past five (5) years. Briefly indicate the nature of the claim and the resolution, if any, of the claim(s).
- 3.4.6.** Include letters of reference or testimonials, if available. Firm should limit letters of references or testimonials to no more than ten (10).
- 3.4.7.** Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in understanding Firm’s qualifications and expertise.
- 3.5.** Prior Relevant Experience.

 - 3.5.1.** Describe your firm’s approach to quality control / assurance procedures, including coordination of design disciplines.
 - 3.5.2.** Describe your firm’s experience with construction cost reduction measures including how Firm intends to assist District in meeting established Project budgets and in prioritizing Project construction to meet budget.
 - 3.5.3.** How does your firm approach modernization projects compared to new construction projects?
 - 3.5.4.** Describe your experience with DSA and working within the DSA processes. Specifically, describe your experience and strict compliance with the DSA inspector card process and final closeout with certification.

- 3.5.5.** Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.
- 3.5.6.** Discuss the Firm’s ability to meet construction schedules for projects with very tight timetables, Firm’s schedule management procedures, and how the Firm has successfully handled potential delays both for the contract documents and for field changes.
- 3.5.7.** Identify ALL K-12 projects performed by Firm in the past five (5) years. Limit response to no more than the twenty (20) MOST RECENT projects. Include the following information for each project:
- 3.5.7.1.** Name of project and district,
 - 3.5.7.2.** Name of project architect (if not your Firm)
 - 3.5.7.3.** Scope of projects, description of services provided,
 - 3.5.7.4.** Contact person and telephone number at district,
 - 3.5.7.5.** Firm person in charge of each project,
 - 3.5.7.6.** Dollar value of each project,
 - 3.5.7.7.** Original construction budget and final construction cost, and
 - 3.5.7.8.** All litigation arising from the project, if any. Provide information related to the issues in the litigation, the status of litigation, names of parties, and the outcome. This includes any litigation between a contractor and a school district and/or an architect in which Firm was or was not named.
- 3.6.** Additional Data. Provide additional information about the Firm as it may relate to Firm’s SOQ. This can include letters of reference or testimonials.
- 3.7.** Conflicts of Interest. If applicable, provide a statement of any recent, current, or anticipated contractual obligations that relate in any way to similar work, the Project, or the District that may have a potential to conflict with Firm’s ability to provide the Services described herein to the District. Firms cannot submit, propose, bid, contract, sub-contract, consult, or have any other economic interests in the Project to which the Firm may provide Services.
- 3.8.** Compensation.
- 3.8.1.** Fee Schedule. Please also provide a current fee schedule for the types of service(s) that you offer. If referencing basic services costs, include typical staffing expectations and variations that the District could expect for specific types of projects, if applicable. Please also provide detailed information on your billing practices (i.e. lump sum, percentage-based, other), including reimbursable cost categories and hourly billing rates by position for additional services. Please indicate your firm’s position on whether it would be seeking to charge below, at, or above the “OPSC Fee Schedule” (modernization, new construction, and portables/modular) and the circumstances that might impact that position.
 - 3.8.2.** Additional Costs. Identify any additional fees, costs, expenses or reimbursable fees for which Firm would be seeking compensation.

- 3.9. Additional Data** - Provide additional information about the firm as it may relate to firm's Statement of Qualifications and Proposals. Include letters of reference or testimonials. Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in understanding firm's qualifications and expertise. Include any program/planning materials that indicate excellence in program and/or project development.

4. Form of Agreement

- 4.1.** Attached as Exhibit A to this SOQ/RFP is a form of Agreement for Architectural/Engineering Services ("Agreement"). If a Firm has any comments or objections to the form, it shall provide those comments or objections in its SOQ. The Agreement specifies the Services that will be needed for most projects and includes the indemnification provision. PLEASE NOTE: The District will not consider any substantive changes to the form of Agreement if they are not submitted at or before this time.

5. District's Evaluation / Selection Process

- 5.1.** District Investigations. The District may perform investigations of proposing parties that extend beyond contacting the districts identified in a Firm's SOQ.

5.2. Selection of Finalists

Based on its evaluation of SOQs, a District selection committee will select finalists for further evaluation ("Finalist(s)"). The District will notify Finalist(s) after this part of the selection process. The criteria for selecting Finalist(s) may include, without limitation:

- 5.2.1.** Experience and performance history of the Firm with similar projects for California public school districts and community college districts;
 - 5.2.2.** Experience and results of proposed personnel;
 - 5.2.3.** References from clients contacted by the District;
 - 5.2.4.** Technical capabilities and track record of their use;
 - 5.2.5.** Overall responsiveness of the SOQ.
 - 5.2.6.** Firm's pricing information.
- 5.3.** Interviews. The Finalist(s) who elect to pursue the work with the District may be invited to meet with the District's selection committee. The Firm's key proposed staff will be expected to attend the interview. The interview will be an opportunity for the District selection committee to review the SOQ, the Firm's history, and other matters the committee deems relevant to selecting the Firm. The interview will start with an opportunity for the Firm to present its SOQ and its team.
- 5.4.** Board. Following the interviews, if any, the selection committee will make recommendations to the District Superintendent and the Board regarding the candidates and awarding contract(s). The criteria for these recommendations will include those identified above.

- 5.5.** Final Determination and Award. The District reserves the right to contract with any entity responding to this SOQ/RFP, to reject any SOQ as non-responsive, and not to contract with any Firm for the services described herein. The District makes no representation that participation in the SOQ/RFP process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek SOQs from or to contract with any Firm not participating in this process. The District shall in no event be responsible for the cost of preparing any SOQ in response to this RFQ/P.

6. Proposal Costs

The District shall not be liable for any cost incurred by a Firm in the preparation or delivery of its response to the Request for Proposal or for any other costs incurred because of this Request for Proposal.

7. Proposal Disclosure

- 7.1.** Public Records. SOQs will become the property of the District and subject to the California Public Records Act, Government Code sections 6250 et seq. Those elements in each response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as “TRADE SECRET,” “CONFIDENTIAL,” or “PROPRIETARY” may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a response marked “Confidential,” “Proprietary,” or “Trade Secret,” the Firm agrees, by submission of its SOQ for the District’s consideration, to defend and indemnify the District from all costs and expenses, including attorneys’ fees, in any action or liability arising under the Public Records Act.
- 7.2.** Until a contract resulting from this Request for Proposal is executed, no employee, agent or representative of any Firm shall make available or discuss its proposal with the press, any elected or appointed official or officer of the District, or any employee, agent, or other representative of the District, unless specifically allowed to do so in the Request for Proposal or in writing by the District for the purposes of clarification and evaluation.
- 7.3.** Firms shall not issue any news release(s) or make any statement to the news media pertaining to this Request for Proposal or any proposal and/or contract or work resulting therefrom without the prior written approval of the District which may be given or withheld in its sole and absolute discretion and then only in cooperation with the District.

8. TENTATIVE TIMELINE

Legal Ads	1/3/2018 and 1/10/2018
RFIs	January 16, 2018; 8:00 AM
Proposals Due	Tuesday, January 30, 2018; 3:00 PM
Interviews	Week of February 12, 2018
Board Meeting	Tuesday, March 6, 2018

CERTIFICATION
STATEMENT OF QUALIFICATIONS/REQUEST FOR PROPOSALS

I certify that I have read the attached **Statement of Qualifications/Request for Proposals – Architectural/Engineering Services**, and the instructions for submitting an SOQ/RFP. I further certify that I must submit one (1) original and one (1) identical, signed electronic copy of the firm’s Proposal in response to this request and that I am authorized to commit the firm to the proposal submitted.

_____ Signature	_____ Typed or Printed Name
_____ Title	_____ Firm
_____ Address	_____ Address
_____ Telephone	_____ Fax
_____ Email	_____ Date

If you are bidding as a corporation, please provide your corporate seal here:

End of SOQ/RFP